



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
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(775) 684-0150

MEMO PERD #37/99

October 21, 1999

TO: All Payroll Clerks
FROM: Jeanne Greene, Director
Department of Personnel
SUBJECT: STANDARD DAYLIGHT TIME

Standard Daylight Time will begin on Sunday, October 31, 1999, at 2:00 a.m. Employees who are working a shift during this time will gain an hour of work.

As explained in NAC 284.220, subsection 2:

"An employee, other than an excluded classified employee or excluded unclassified employee, who is required to work an additional hour during his scheduled shift because of a change of time to standard daylight time is entitled to receive overtime for pay or compensatory time as approved by the agency."

If you have additional questions, please contact the Department of Personnel's Central Payroll section at 687-4218.

JG:cp

cc: Agency Personnel Liaison
Agency Personnel Representative